

17 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Via Email: bcordova@nnmc.edu

Mrs. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public record(s) dating between 1 January 2012 and 1 December 2014:

- I request all Site Committee documents (inclusive of correspondence, email, budgets, committee member list, etc.) for the *Mujeres Activas en Letras y Cambio Social* (MALCS) 2014 Summer Institute.
- I request all agendas, materials, meeting notes, calendars, and planning documents for the *Mujeres Activas en Letras y Cambio Social* (MALCS) 2014 Summer Institute (inclusive of all correspondence and email).
- I request all meeting minutes and agendas for the *Mujeres Activas en Letras y Cambio Social* (MALCS) 2014 Summer Institute (inclusive of all correspondence and email).
- I request all lists of members of the Site Committee of the *Mujeres Activas en Letras y Cambio Social* (MALCS) 2014 Summer Institute (inclusive of all correspondence and email).
- The members of the Site Committee changes several times between 1 January 2012 and the present. Note that I request each and every list of Site Committee members generated by the Site Committee Chair and her assistants/officers between 1 January 2012 and the present.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request. I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

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